



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE COUNCIL FOR HEALTH RESEARCH AND DEVELOPMENT

NOTICE OF VACANT POSITIONS As of January 18, 2023

Research Information Communication and Utilization Division

I. Two (2) Science Research Specialist II - PhilHealth-deployed (Contract of Service)

Basic Salary : Php 45,780/month (SG 16)

Plantilla Item No. : N/A

Qualification Standard

Education: Bachelor's degree relevant to the job

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) / Second Level Eligibility
(Preferably but not required)

Preferred Qualifications/ Attributes

- Bachelor's degree preferably in Health Sciences or other related courses;
- With knowledge in health financing and health economics;
- With good decision-making and analytical thinking skills;
- With excellent oral and written communication skills;
- With strong work ethic and positive attitude;
- Must be coachable, a team-player, and can work under pressure with minimum supervision;
- Knowledgeable in computer office applications (MS Office and GSuite platforms)
- Preferably has a background in project management and familiar with the implementation of R&D project;

Duties and Responsibilities

1. Provide technical assistance in priority policies of PhilHealth such as but not limited to: membership, benefits development/complementation, provider payment, contracting, standards and monitoring;
2. Assist in the monitoring of policy timeline and deliverables and proactively communicates progress and potential challenges to the Senior Manager of the Corporate Planning Department;
3. Assist PhilHealth in executing and documenting activities geared towards the implementation of Universal Health Care;



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4. Assist in coordinating and analyzing necessary data to facilitate evidence-based policy development;
5. Provide technical support in the research and policy functions of the Corporate Planning Department and other PhilHealth Office Sector/Group;
6. Participate in technical engagements with external partners that provide support in research and policy development of the Corporation;
7. Provide necessary assistance to the project components of PhilHealth STUDIES;
8. Attend to the other policy and research tasks assigned by Senior Manager – Corporate Planning Department;
9. Attend regular meetings in their area of assignment;
10. Perform other duties and functions assigned by the Immediate Supervisor and the Division Chief.

DOST-PCHRD encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI) to signify their interest in writing. DOST-PCHRD complies with the Equal Employment Opportunity Policy (EEOP) and that no person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

Attach the following documents to the application letter and send to the address below not later than **February 1, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Accomplished Work Experience Sheet;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license (if applicable);
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificates of training/seminars attended;
7. Photocopy of Service Record/ Certificate of Work Experience/Certificate of Employment; and
8. Application Letter addressed to:

DR. JAIME C. MONTOYA
Executive Director III



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In compliance with the guidelines on the nationwide implementation of alert level system for Covid-19 response and to reduce transmission and contact rates among individuals in the workplace, QUALIFIED APPLICANTS are advised to send through email their application requirements addressed to:

MR. EARVIN JAMES P. MILANTE
Administrative Officer V
Human Resource Management Section
Philippine Council for Health Research and Development -DOST
Saliksik Building, General Santos Avenue, Bicutan, Taguig City
recruitment@pchrd.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


JAIME C. MONTOYA, MD, MSc, PhD, CESO II
Executive Director III

Date Posted: January 18, 2023